



Risk Assessment and Budget Division

MISSION

The Risk Assessment and Budget Division has responsibility for providing a variety of services in support of the commissioner, OFIS management and staff including:

1. Administration and management of OFIS human resources activities, including processing all hiring and separation transactions; recruitment activities; employee evaluations, development and training; ensuring affirmative action, Americans with Disabilities Act and Equal Employment Opportunity Acts are complied with in addition to Civil Service policies and procedures; and, coordinating all labor relations activities.
2. Administration and management of OFIS financial activities including budget development; expenditure projections; revenue assessments and fee collections; ensuring the state's policies and procedures regarding financial activities are complied with in addition to developing internal systems to properly account for all monies received and paid; and, purchasing activities including contractual agreements.
3. Administration and oversight of the OFIS record management activities, including the retention and disposal schedule.
4. Management and coordination of the OFIS performance measures monitoring and reporting system, including meeting the department's semi-annual reporting requirements.
5. Administration of various other support activities and special projects such as complying with internal audit reporting requirements.

This program consolidates support services for OFIS at a minimum cost to Michigan taxpayers and regulated entities. Minimizing duplication of support services enables line division managers to utilize their respective resources more effectively in achieving their goals and objectives.

MILESTONES

- Coordinated the development of an OFIS-wide 'inventory of functions' performed by each division.
- Developed a risk footprint that identified and ranked the risks that OFIS may not meet its mission.

- Remittance Processing System Migration: Coordinated training and technical support to CIS Finance office when the remittance processing system was upgraded.
- 2002 Early Out Retirements: Coordinated with CIS Human Resources and assisted OFIS employees electing to retire. The large number of vacancies created required increased recruiting efforts for replacements. Assisted with scheduling interviews and submitted recommendations to the Department.
- OFIS Predatory Practices Work Group: Facilitated meetings, provided research and assisted with preparing the final report to the commissioner.
- Security and Disaster Recovery Work Group: Facilitated meetings, provided research and assisted with preparing updated security and disaster plans for OFIS's two office locations.
- Fiscal Year 2002 Expedited Year-End Closing: Coordinated activities and assisted CIS Finance Division with an accelerated fiscal year-end closing schedule.
- OFIS Management/Budget Meeting: Facilitated and presented budget information to OFIS managers. The topics discussed included revenue, expenditures and technology initiatives.
- 2002 Regulatory Budget Presentation: Facilitated budget session with representatives from insurance, securities and financial institutions.
- Coordinated the development of an OFIS-wide inventory of functions performed by each division.
- Records Retention Program: Coordinated with CIS and DMB, Records Center, the training and technical support to upgrade OFIS to the Versatile record keeping system. OFIS authorized users are now able to enter their requests for storage of records directly into the Versatile system.
- OFIS Migration to Windows 2000: Coordinated through collaboration with the Bureau of Technology Services, the migration of all OFIS computers to Windows 2000, meeting the projected completion date.

ACTIVITY SUMMARY

During 2002, the Division processed 3,129 human resource inquiries from OFIS employees and 94 requests for training classes, which promotes that capable and trained employees are positioned to help OFIS meet its goals. (Figures are for the calendar year.)

Revenue and Budget

**Fiscal Year 01-02 Budget
(10-1-01 to 9-30-02)**

<u>Account</u>	<u>Authorized</u>	<u>Disbursed</u>
Administration	\$3,008,600.00	\$2,078,273.00
Policy and Consumer Services	\$2,291,300.00	\$1,990,389.00
Securities Regulation	\$2,304,400.00	\$1,907,574.00
Bank Regulation	\$5,475,200.00	\$4,129,976.00
Credit Union Regulation	\$3,802,400.00	\$2,816,840.00
Consumer Finance Regulation	\$1,953,500.00	\$1,553,346.00
Insurance Financial Evaluation	\$5,144,400.00	\$4,072,732.00
Insurance Licensing and Enforcement	\$3,549,000.00	\$2,100,092.00
Health Plans	\$1,348,900.00	\$1,220,290.00
CIS Funding Transfer	\$7,335,500.00	\$6,905,814.00
Total	\$36,213,200.00	\$28,775,326.00

**Fiscal Year 01-02 Revenue Collected
(10-1-01 to 9-30-02)**

<u>Account</u>	<u>Amount</u>
<i>Financial Institutions:</i>	
Bank Regulation	\$6,088,362
Credit Union Regulation	\$4,374,361
BIDCO	\$54,278
Credit Card	\$2,975
Sale of Check	\$11,800
First Mortgage	\$2,382,826
Motor Vehicle	\$113,980
Omnibus	\$248,632
Secondary Mortgage	\$473,870
Regulatory Loan	\$42,625
Federal Regulatory Projects	\$5,563
Civil Service Assessment	\$(118,794)
Attorney General Assessment	\$(51,050)
<i>Securities:</i>	
Security Broker-Dealer Examination	\$ ---
Security Broker-Dealer Registration	\$92,090
Security Agents Registration	\$4,641,582

Fees for Filing of Securities	\$8,113,036
Living Care Filing and Renewal	
Registration Fees	\$21,600
Miscellaneous Revenue – Securities	\$2,192
Civil Service Assessment	\$ *
Attorney General Assessment	\$(120,431)

Insurance:

Penalties	\$558,269
Group Application/Rating Bureau	\$825
Reimbursement for Administration	
of Receiverships	\$131,294
Company Admissions	\$75,488
Service of Process	\$16,265
Premium Finance Company	\$12,000
Surplus Lines Taxes	\$8,418,811
Licensing	\$4,172,394
Third Party Administrator	\$17,775
MEWA Fees/Assessments	\$45,251
Commercial Information Sales	\$27,251
Continuing Education Program	\$497,628
Assessment/Regulatory	\$11,266,823
Civil Service Assessment	\$(83,408)
Attorney General Assessment	\$(51,050)

*Breakdown is not available